



Employee Stipend Payments

Lawrence Berkeley

National Laboratory

Financial Policies and Procedures

Part I - Chapter 4.06

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Primary contact:	Manager, Financial Policy and Training

Summary

The purpose of this policy is to define types of stipend payments and provide the appropriate reference to guidelines for providing stipend payments to Laboratory employees. This policy affects **non-represented** employees only. Supervisors of non-represented employees should contact their Human Resources Center for approval guidance.

Policy

A stipend can either be an allowance to offset certain expenses or compensation for services. A stipend may also be a one time fixed payment or fixed sum paid periodically (or regularly).

Administrative Stipends

Out-of-Class-Assignment (OCA)

This occurs when an employee is temporarily assigned responsibilities of a higher-level position or other significant duties on a full-time basis. Employees may be paid an OCA stipend up to 25% of the appointee's annual base salary for a period of not to exceed one year.

Temporary Division/Department Increase (TDI)

This occurs when a management-level employee is temporarily assigned significant or operational critical duties beyond their normal full-time responsibilities. A TDI stipend is a fixed dollar supplement with no associated built-in additional costs. TDI assignments must be for a term of at least three months but should not exceed one year.

Financial Policies and Procedures Manual

Temporary Promotional Increase for Scientist/Engineer (TPI)

This occurs when a Scientist/Engineer assumes temporary administrative responsibilities as a Department Head or Deputy Division Head. A TPI stipend is a fixed dollar supplement with no associated built-in additional costs. TPI assignments must be for a term of at least three months but should not exceed three years.

Procedures

Eligibility

Eligibility for Administrative Stipends will be determined and processed in accordance with the Laboratory's established Human Resources Department policies and procedures.

Contacts

- Division Human Resources Center Representative
- Manager, Financial Policy and Training